

White County, Georgia Board of Elections and Registration

Rules of Procedure, Regulations, and By-Laws of the White County Board of Elections and Registration

Preamble

The White County Board of Elections and Registration, to fulfill its obligations under the law to the citizens of White County, does hereby establish and adopt the Rules of Procedure, Regulations and By-Laws of The White County Board of Elections and Registration.

Article 1: Name

Pursuant to subsection (b) of Code Section 21-2-40 of the Official Code of Georgia 15 Annotated and SB 304, there is created the Board of Elections and Registration of White County, effective January 1, 2021. The name of this body is "The White County Board of Elections and Registration." ("The Board").

Article 2: Purpose

The Board shall have jurisdiction over the conduct of primaries and elections and the registration of electors in White County.

Article 3: Members

The Board shall be composed of five members, each of whom shall be an elector and resident of the county and shall be appointed by the commissioners. The initial members of the Board shall be appointed for terms of office beginning January 1, 2021. The commissioners shall designate two of the initial members to serve for a term of two years and the three of the initial members to serve for a term of four years. Thereafter, all members shall be appointed for terms of four years. Every two years the Board shall appoint or reappoint one of its members to serve as chairperson for a two-year term. The chairperson shall preside over all meetings of the Board and shall be entitled to vote on all matters coming before the Board.

Article 4: Officers

The officers of The Board shall be a Chairman, Vice-Chairman and Secretary. The officers shall be elected by the members of The Board by majority vote and shall serve a term of two years or until their successor is elected and qualified. The officers shall perform the duties prescribed in Article 5.

Article 5: Duties of Officers

Chairman:

It shall be the duty of the Chairman to preside over the regular meetings of The Board and all other special called meetings, to appoint committees as necessary to accomplish the work or goals as directed by The Board, to work with all committees when requested to do so by the Chairman of the committee. The Chairman of The Board shall have the authority to call meetings of The Board as he shall deem necessary to set goals, plan or accomplish work and shall be in charge of press releases to keep the public informed through the news media as directed by The Board. The Chairman shall be a voting member of The Board and shall have the same privileges as all other members to make and second motions.

Vice-Chairman:

It shall be the duty of the Vice-Chairman to serve as assistant to the Chairman and shall perform the duties of the Chairman in his/her absence.

Secretary:

It shall be the duty of the Secretary to keep a complete and accurate record of all the work of The Board, to take notes and write the minutes of all regular and called meetings, to write letters when directed to do so by the Chairman, to furnish copies of approved minutes to be kept in the Elections and Registration Board Office for public record.

Special Committees:

It shall be the duty of the Chairman of all special committees appointed by the Chairman of this Board to have planning meetings and to work as necessary to complete the project in a timely manner to meet the required schedule, to keep records and to report accomplishments, percentage complete and expected completion date at each regular Board meeting until completed, and to request assistance as needed.

Article 6: Meetings

The Board shall hold a minimum of quarterly meetings at times, dates, and places as determined by the Board. Any specially called meetings shall be called by the chairperson or two (2) Board members. All meetings are open to the public and written notice will be given to the office designated by the county governing authority to provide public information. All meetings shall be advertised in compliance with the Georgia Open Meeting Law. A quorum shall consist of three (3) members.

Article 7: Special Meetings

The Board shall hold special meetings as required.

Article 8: Employees

The Chairperson of The Board with input from Board members shall generally direct and control the administration of the affairs of The Board.

Article 9: Responsibilities

(A) The Board: The Board shall be responsible for providing policy and direction to the Election and Registration Supervisor concerning the conduct of primaries and elections, the registration of electors and the general operation of the Elections and Registration Office.

(B) Elections and Registration Supervisor: The Elections and Registration Supervisor, shall be responsible for the day-to-day operations of the office and the direct supervision of its employees, the preparation for and conduct of all primaries and elections and the registration of electors in White County. The Elections Supervisor shall not be eligible to serve as a member of the board. The Elections Supervisor shall be considered a county employee for purposes of pay, benefits, sick leave vacation, termination of employment, and other purposes. The Elections Supervisor shall be subject to direction, evaluation, and corrective action by the county manager. The Elections Supervisor may recommend to the county manager for employment such full-time and part-time employees as may be deemed necessary by the Elections Supervisor and as are approved in an annual budget adopted by the commissioners. All such employees shall be considered county employees for purposes of pay, benefits, sick leave, vacation, and other purposes in accordance with policies adopted by the commissioners. Specific duties of this position are enumerated in a Job Description.

(C) Administrative Support: The governing authority of White County shall be responsible for providing office and storage space, budget, funds necessary to conduct all primaries and elections, voter registration, compensation of poll officers, custodians, and other assistants and employees required. Expenditures for polling places, purchase of ballots and all other election supplies The Board considers necessary to operate this office as required by Georgia Law. Maintenance of voting equipment and all other expenses arising out of the performance of the duties of The Board of Elections and Registration pursuant to Code Section 21-2-71 of the O.C.G.A. and SB304.

Article 10: Parliamentary Authority

The rules contained in Robert's Rules of Order, newly revised, shall govern The Board in all cases to which they are applicable and in which they are not inconsistent with these rules or any provision of law.

Article 11: Amendments

These By-Laws may be amended by a majority vote of The Board at any regular meeting at which notice of such change of or amendment to the rules was given at least five (5) working days prior to such meeting. If no notice was given, the proposed changes to the rules shall be voted upon at the next or a subsequent regular meeting after their introduction.

Article 12: Conflict of Rules

To the extent that any rule herein shall conflict with any provision of law, such rule shall be void and all other rules shall have full force and effect.

Adopted by the White County Board of Elections and Registration at its regular meeting _____.

Chairperson

Vice-Chairperson

Secretary

Board Member

Board Member